



Education Programs Participation Agreement Family and Youth Programs

Program Rules and Regulations

- Program capacity is limited. Registration is required. Payment in full is due at the time of registration.
- Participants must meet the age parameters of the program. No age exceptions will be made outside of ADA disability accommodations, at the Zoo's discretion.
- Only registered and paid individuals may participate in education program activities.
- For drop-off programs involving minors, supplemental registration paperwork may be required. This may include an *Emergency Contact and Pick-Up Permission Form* and/or a *Health Advisory and Accommodations Form*. Where supplemental paperwork is required, it must be completed by the due date. Failure to submit supplemental registration paperwork by the due date may result in the termination of your child's enrollment, without refund. Blank forms will be attached to your payment receipt or are available to download at columbianparkzoo.org. Completed and signed forms should be uploaded into your CivicRec account profile, or emailed to zooeducation@lafayette.in.gov.
- Zoo facilities are not allergen-free. Exposure to allergens such as, but not limited to peanuts, tree nuts, seeds, eggs, wheat, latex, animal fur/dander, etc, are possible. Please discuss any severe or life-threatening allergies with zoo education staff prior to enrollment.
- Children may not be dropped off more than 15 minutes prior to a program's start time, and must be picked up within 15 minutes of the program's scheduled end time, or additional fees may apply.
- Children registered for drop-off classes must be fully toilet-trained. Parents are permitted to stay on-site to assist children who do not meet this specification.
- Registered individuals who are ill should not attend. Participants with a fever of 100.4 degrees Fahrenheit or above, vomiting, diarrhea or other symptoms of contagious illness may be sent home or denied participation.
- Parents will be notified if disciplinary issues arise. Columbian Park Zoo reserves the right to exclude individuals from future participation if disciplinary issues are not resolved.
- Columbian Park Zoo reserves the right to substitute animals, presentation themes or program inclusions as needed without prior notification. If a program comparable to the original reservation is not available, we will offer cancellation with refund or a reschedule opportunity.
- **PHOTO USE POLICY:** Participation in any Columbian Park Zoo event grants permission for the City of Lafayette to use photos, videos and other images of the participant in promotional materials, including online use including social media and website use.
- **MEDICATION POLICY:** If your child requires medication be taken during a program timeframe, a Medication Administration Authorization is required using the Health Advisory and Accommodations Form. Zoo staff will administer prescription medications only, according to the prescription label directions. Medications must be brought in an original prescription labeled container (for Epipens and other auto-injectors a copy of the prescription label may accompany the injector). Over-the-counter medications will not be administered unless accompanied by a doctor's note detailing dosage and administration instructions. Parents unable to meet these requirements are permitted to visit during program hours in order to administer medication, if necessary. Zoo staff will hold medications, except for rescue inhalers, which children may carry with written parental permission. All other medications, including autoinjectors, will be held by staff for safety reasons.

- **CANCELLATION POLICY:** Notification of cancellation should be made by email to zooeducation@lafayette.in.gov. Refunds will be made if notification of cancellation is received fourteen (14) days or more prior to the event. For Family and Youth Programs, a \$15 Cancellation Fee applies, per cancellation event. Cancellation fees will be automatically deducted from any due refund. Credit card refunds issued less than 180 days from the original payment will be returned to the original card. Cash, check and card payments refunded more than 180 days from the original payment will be made by City of Lafayette check and may take 6-8 weeks to receive. At the Zoo's discretion, a reschedule or account credit option may be offered in lieu of a refund. The Zoo reserves the right to cancel a program or event due to insufficient registration or its inability to hold the event or program for any reason, with full refunds and notification. The Zoo reserves the right to cancel a program or event, at its sole discretion, due to inclement weather which would compromise the health or safety of the animals and/or Zoo personnel or program participants. In the event of cancellation for inclement weather, at the Zoo's discretion, the Zoo will reschedule the program/event, issue a refund or offer another alternate solution. Columbian Park Zoo reserves the right to cancel a participant's registration, without refund, if program rules and regulations are not followed by the participant, behavioral guidelines and/or instructions provided by Zoo personnel are not followed, or if the participant or participant's guardian(s) mistreat zoo personnel, animals or facilities.